

## Quarterly Preventative Maintenance Activities

	First Quarter	Second Quarter	Third Quarter	Fourth Quarter
Check flues for cracks and leaks				
Replace furnace filters (Monthly if conditions require)				
Check exhaust fans for proper operation				
Inspect floor drains that are not frequently used to ensure water seals are maintain in traps				
Test water flow device on sprinkler system, NPFA 25, 2002 edition 5.3.3				
Check recirculation pumps and lubricate				
Inspect areas around fuel fired equipment, remove debris and maintain clearances from combustibles				

10/22/03 Board and Care Occupancies

Ensure power is disconnected from equipment prior to inspection and service.